

# OFFICE OF THE CHAIRMAN

## RAGHUNATHPUR MUNICIPALITY

P.O. - RAGHUNATHPUR, Dist.- PURULIA

Email: - [raghunathpur.ulb@gmail.com](mailto:raghunathpur.ulb@gmail.com)

Memo No. RM/X-24/461

Date- 19/06/2023

### NOTICE INVITING QUOTATION (for Steel Almirah,Office Visitors Chair,Micro Oven & Sofa Cum Bed )

Sealed rate quotations are invited from the bonafide & reputed agencies for making and supply of Steel Almirah,Office Visitors Chair,Micro Oven & Sofa Cum Bed etc for official use. The quotation should be submitted on the following specifications:

Item	DESCRIPTION
Office Steel Almirah	Steel Almirah with 5 compartments. Out of five compartments,one compartment should be separately closed with separate good quality lock ,Double Doors with Lock and Key and key.Size:78"x34" ,Powder Coated, Gauge 20  ( Minimun Requirement 03 no.)
Office Visitors Chair	Good reputed brand Chrome Base with arms, and Rest with Steel Frame and cushioned seat Back  ( Minimun Requirement 08 no.)
Computer Chair	Desk Chairs revolving Chair, Arm_Rest, Ergonomic, Swivel, Adjustable Height  ( Minimun Requirement 02 no.)
Sofa Cum Bed	Leatherette 3 Seater Sofa Cum Bed ( Minimun Requirement 01 no.)
Micro Oven	20 L Solo Microwave Oven ( Minimun Requirement 01 no.)

The last date for receiving quotation is **30/06/2023 at 12.00 noon**

The quotation will be **opened on 30/06/2023 at 4.00 PM** by the Chairperson in his chamber. The participants or their authorised representatives may remain present at the time of opening bids. The authority reserves the right to accept or reject any quotation without causing any reasons thereof. The quotation is received in the following format for the following articles.

#### TERMS and CONDITIONS:-

1. Rate for each item shall be quoted on letter head as prescribed format Annexure – I (attached herewith) in both words and figures.
2. The price quoted in the list of the articles shall be inclusive of all charges including delivery.
3. Each bidder shall submit only one quotation.
4. Payment would be made by Account Payee Chaque on submission of the bill in triplicate along with receipted challan supported with satisfactory certificate towards delivery.

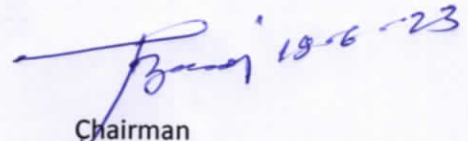
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5. Sealed envelopes superscribed as " Quotation for supply of Steel Almirah etc " addressed to the Chairperson,Raghunathpur Municipality, At & PO- Raghunathpur,Dist.-Purulia,Pin-723133 and should be dropped in the tender box marked for the purpose at the ground floor of this office.
6. The intending bidders shall furnish copies of current PAN card, , GST Registration certificate, Trade Licence issued by Municipality or Panchayats,Bank accounts detail .
7. Usual Tax will be deducted from payment made as per relevant Rules of Government.
8. The Authority reserves the right to accept or reject any or all bids in full or in parts whatsoever without assigning any reason thereof.



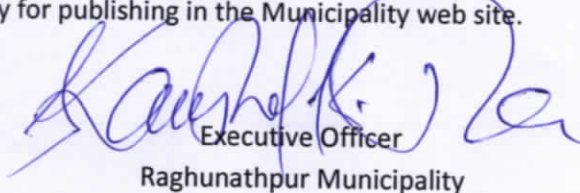
Chairman  
Raghunathpur Municipality

Memo no. RM/24-461

Date 19/06/2023

Copy forwarded for information and necessary action to:

1. The District Magistrate,Purulia
2. The Joint Secretary to the Government of West Bengal,UD&MA Department, MA Branch, Salt Lake , Kolkata with a request to arrange to publish in the Departmental website
3. The Director , SUDA,ILGUS Bhavan,Salt lake,Kol-71 with a request to arrange to publish in the Departmental website
4. The Sub Divisional Officer,Raghunathpur
5. The Chairperson,Purulia Municipality
6. The B.D.O., Raghunathpur-1 Dev. Block.
7. The District Information & Cultural Officer,Purulia
8. The Sub Divisional Information and Cultural Officer,Raghunathpur Sub Division
9. District Informatic Officer,NIC,Puruliawith a request to publish in the District website
10. IT Co-ordinator, Raghunathpur Municipality for publishing in the Municipality web site.
11. Office Notice Board



Executive Officer  
Raghunathpur Municipality

**ANNEXURE –1 FINANCIAL BID Rate (Inclusive of charges exclusive of Tax)**

Quotation No. RM/DS/..... Date .....

**Financial bid**

Name & Address of the bidder: .....

Sl.No.	Specification	Quantity	Rate per unit including taxes,other charges
1	<b>Office Steel Almirah</b> ::Steel Almirah with 5 compartments. Out of five compartments,one compartment should be separately closed with separate good quality lock ,Double Doors with Lock and Key and key.Size:78"x34",Powder Coated, Gauge 20	01	
2	<b>Office Visitors Chair</b> ::Good reputed brand Chrome Base with arms, and Rest with Steel Frame and cushioned seat Back		
3	<b>Computer Chair</b> ::Desk Chairs revolving Chair, Arm_Rest, Ergonomic, Swivel, Adjustable Height		
4	<b>Sofa Cum Bed</b> ::Leatherette 3 Seater Sofa Cum Bed		
5	<b>Micro Oven</b> ::20 L Solo Microwave Oven		

Signature of the Bidder with seal